

DOCUMENT NAME: Reserve Orders "Payroll"
(TEMAC/SADT Less Than 140 Days)
(Charge To Unit Account)
DAFIS DOCUMENT TYPE: 72

1. **Description:** Request for payment of pay and allowances.
2. **Primary Forms:** CG-4436 , Reserve Orders
3. **Related Forms:** 7A Personnel Action, use action code R 990. This code is used to process pay and points for Reserve active duty period. Entry to be made by District Personnel Reporting Unit into PMIS/JUMPS system.
4. **Document Number:** Standard Number - Benefiting Unit assigned. Since multiple lines of accounting are required, the accounting lines are entered into DRMS in the following sequence: pay entitlements suffix 000, FICA contributions suffix 001, and pay allowance suffix 002. This is required to make JUMPS, DAFIS, and LUFS compatible.

SAMPLE FOR: 7294904FABBAC000 For Pay Entitlements
 7294904FABBAC001 For FICA
 7294904FABBAC002 For Pay Allowance

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
72	94	90	4	F	AB	BAC	000
72	94	90	4	F	AB	BAC	001
72	94	90	4	F	AB	BAC	002

5. **Accounting Line:** Multiple lines of accounting are used.

SAMPLE FOR: 2/F/401/136/30/0/AB/12345/117K For Pay Entitlements
 2/F/401/136/30/0/AB/12345/122R For FICA Contributions
 2/F/401/136/30/0/AB/12345/122P For Pay Allowance

6. **FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.
7. **Other Information:**
 - a. For TEMAC orders less than 140 days, the unit paying for the member services will be charged on its PES.
 - b. The benefiting unit (paying unit) will enter the orders into its LUFS system and electronically send the accounting lines to FINCEN via LUFS for entry into DAFIS for obligation.
 - c. All pay entitlements (117M, 117P, 1174, 1177, 1155 or 117L, 117N, 1173, 1175, 1155) for TEMAC are combined into object code 117J or 117K and SADT are combined into object code 1171 or 1172.

7. d. All pay allowances (122T, 122V, 122X, 122N, 122Q, or 122U, 122W, 122Y, 122P) are combined into object code 122N or 122P and direct charged to unit funds.
- e. Coast Guard contributions of FICA (Federal Insurance Contributions Act Tax) are figured on base pay at the prescribed IRS rate and are charged to object code 1220 or 122R.
- f. The Program Element field (positions 9 and 10) in the document number field must be the same as the Program Element in the accounting line.

8. LUFS Information:

- a. Standard generic input is made through the Record Spending module.
- b. Obligation will transmit electronically via LUFS, if desired.
- c. If the obligation is transmitted via LUFS, a copy of this document is not required by FINCEN.

9. Document Flow:

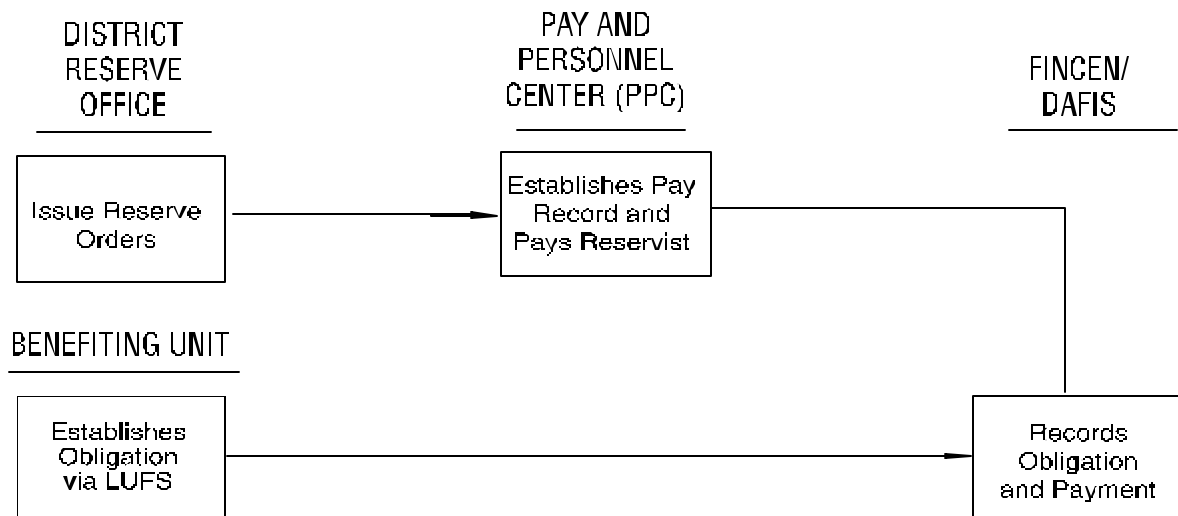


Figure 12H-5 Reserve Orders Payroll (TEMAC/SADT) (Less Than 140 Days)

- a. Figure 12H-5 describes the procedure for processing Reserve Orders Payroll (TEMAC/SADT) (less than 140 Days).
- b. When a unit requests a Reservist for TEMAC duty the District Reserve Office issues a set of reserve orders (CG-4436).
- c. The benefiting unit establishes an obligation via LUFS.
- d. PPC establishes pay record and pays the Reservist.

9. e. The FINCEN records the obligation and payment in DAFIS.

10. **Sample Forms:** See Figure 12H-6.

11. **PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
7294904FABBAC000	051	94025FC44	12345	117K	0.00	750.00	0.00	0.00
7294904FABBAC001	051	94025FC44	12345	122R	0.00	48.75	0.00	0.00
7294904FABBAC000	136F	94061FHK0	12345	117K	0.00	750.00-	0.00	750.00
7294904FABBAC001	136	94061FHK0	12345	122R	0.00	48.75-	0.00	48.75

12. **References:**

- a. COMDTINST M1001.27, Reserve Administration and Training Manual (CG).
- b. PPCINST M1000.2, Personnel and Pay Procedures Manual.
- c. PPCINST M5230.1, SDA USER/QUERY MANUAL.
- d. COMDTINST M1330.1, Temporary Active Duty (TEMAC).

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-4436 (Rev. 9-82)		RESERVE ORDER		PMIS TRANSMITTAL #:										
SECTION I. GENERAL INFORMATION														
ISSUING AUTHORITY: COMMANDER (RS) 5TH CG DISTRICT 915 2ND AVE. PORTSMOUTH, VA 23706 CCGD (RT) PHONE: (800)-225-5997		RESERVIST: 999999999 GRADE: E6 SK1 J. J. SMITH 1800 PORTSMOUTH BLVD. PORTSMOUTH, VA 23706		DAFIS DOC #: 94-904FABABA	DATE: 01/30/94									
				RESERVE UNIT 05-82394 CCGD 05 (IRR)										
<p>Authority for these orders is given by: Para 4-D-2 Pers Manual COMDTINST M1000.6</p> <p>Voluntary acceptance of these orders subjects you to the UCMJ while engaged in the performance of the duty. If you cannot comply, (1) contact issuing authority, (2) write reason for noncompliance on orders, (3) return orders immediately. Report to CG Finance Center (SM) for 60 days of Consecutive Temporary Active Duty (TEMAC) with pay Allowances. Purpose of duty is OTH - TEMAC TO CG Finance Center. Report by 0800 hours on 02/01/94 . Depart on 04/02/94 unless otherwise instructed by authorized competent authority. Report in Uniform. days of this duty satisfy your Annual Training requirement for TRA/PAY CAT RJ11 for Anniversary Year ending 11/23/94 Upon completion of duty, return to the place in which these orders are addressed. Return to inactive duty status upon completion of any active duty herein ordered. 0 travel days are authorized and included in the total days of duty specified above. You must travel at your own expense, NOT subject to reimbursement.</p>														
IMPORTANT: USE FORM DD 1351-2 TO COMPLETE TRAVEL CLAIM.				ITINERARY										
REMARKS: PER DIEM NOT AUTHORIZED				DATE	LOCAL TIME	PLACE								
				19	(4 Hour Clock)	(Home, Office, Base, City, etc)								
				DEP										
				ARR										
				DEP										
				ARR										
				DEP										
Travel and pay necessary to the execution hereof is required in the public interest and is authorized chargeable against:														
AGENCY	DISTRICT	APPN CODE	LIN CODE	ALLOT FUND CODE	ALLOT LVL BND	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT ID		ESTIMATED COST		MISC.	
									TYPE	FY	NUMBER	SUFFIX		
2	F	401	136	30	0	AB	12345	117K	72	94	904FABABA	000	\$4637.00	P/A
2	F	401	136	30	0	AB	12345	122R	72	94	904FABABA	001	\$4637.00	FICA
PBO: 11/24/76 FED W/EXEMPTION: M/O LSL SOLD SINCE 06/87: 60.0 CSEAPAYTIME: 00 y 00 m 00 d SEX: F BAO: H - Spouse in Service: not assigned gov qtrs..FULL W/O SECURITY ACCESS AUTHORIZED: SECRET, 91JAN16														
DISTRIBUTION: 05-82394		PERSRU		AUTHENTICATING SIGNATURE (By direction) R. W. TURNER 01/30/94										
CCGD O5R FINANCE CENTER (SM)														
ENDORSEMENT BY UNIT (CIRCLE APPROPRIATE ANSWER) GOVT. QUARTERS AVAILABLE (YES / NO)								REPORTING HOUR AND DATE				SIGNATURE OF COMMANDING OFFICER (OR BY DIRECTION)		
GOVT. MESS AVAILABLE (Rations In Kind/SEPRATS) or GOVT. MESS NOT AVAILABLE (SEPRATS / BAS)								DEPARTING HOUR AND DATE						

Figure 12H-6 CG-4436, Reserve Order